

# UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEVADA



## VACANCY ANNOUNCEMENT

Position: Career Opportunity #16-NV-04  
Administrative Support Specialist  
Full-Time Position with benefits

Salary: CL 25 (\$39,239 to \$63,776) depending  
upon qualifications and experience

Opens: March 16, 2016  
Closes: April 4, 2016

Location: Las Vegas, Nevada

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Whether launching or continuing a career in public service, the Clerk's Office for the U.S. District Court of Nevada is a great place to work with competitive salaries and benefits, an excellent work/life balance, flex time, access to a fitness center, and the opportunity to work with colleagues committed to fulfilling the important mission of administering justice in an efficient and effective manner.

Currently, the Clerk's Office is looking for a self motivated, energetic, well organized person to join their team as an Administrative Support Specialist. This position performs a wide variety of duties including assisting the Human Resources Administrator with personnel related tasks; organizing naturalization ceremonies; assisting with jury administration; opening and processing of mail; assist with property and records management, monitoring internal control policies; and other duties as required.

The ideal candidate will be familiar with various business practices in one or more of the areas noted above, be highly skilled and versed in various automation programs, be highly organized and possess excellent verbal and written communication skills. A high school diploma or equivalent is required and a college degree is desirable.

Some of the benefits of working for the Clerk's Office are:

- Thirteen (13) days of paid vacation per year for the first three years of employment which increases incrementally after the first three years.
- Participation in a retirement program.

- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program (optional).
- Participation in a group long-term disability insurance program (optional).
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis (optional).
- A minimum of ten (10) paid holidays per year.

To Apply:

Qualified applicants should submit 1) a cover letter summarizing related skills and interest in this position, 2) a resume and 3) an AO78, Application for Federal Judicial Employment, via email to [NVD\\_HR@nvd.uscourts.gov](mailto:NVD_HR@nvd.uscourts.gov) by the April 4, 2016 closing date. The AO78 Application form and a summary of Federal Judiciary Benefits can be located at <http://www.uscourts.gov/careers>.

The U.S. District Court for the District of Nevada is an Equal Opportunity Employer. Employees of the Court are excepted service appointments and considered at-will with no coverage by federal civil service classifications or regulations and can be terminated with or without cause. The selected candidate will be required to successfully complete a six month probationary period. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be U.S. citizens or eligible to work in the United States. New employees are subject to a background check including fingerprinting and employment will be considered provisional until the background check is complete. This position requires mandatory electronic fund transfer for payment of net pay. Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without other notice.